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## CREATING A HOUSEHOLD IN FACES.NET

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CREATION DATE: August 18, 2016

### Pointers to Remember:

1. A Household must be created and/or modified to complete household based assessments, such as:
  - Family Risk Reassessment
  - Family Reunification Assessment
  - Caregiver Strength and Barriers Assessment
  - Danger and Safety
2. At least one household must be defined for each Case.
3. All active clients in the Case must be listed on the **Client List** screen with the appropriate role(s) identified. See **Client Demographics** screen → **Role in Case** field.
4. A Primary Caretaker must be identified in each household being assessed. If a child is a member of two households, a different person will be identified as the “Primary Caretaker” in each household.
5. Assessments must be completed on the household that is the Primary Residence of the child, **AND** the household of the caretaker who is the alleged maltreater.
6. Should the family structure change, the Household screen in FACES must be updated. Changes to the Household screen will impact assessments.

### How to enter a Household and Add and Remove Members

#### Steps include:

**Step 1:** Place a Case in focus by clicking on **My Assignments** from the **Organizer** tab.

**Step 2:** Highlight the identified Case Record.

Step 3: Click on the **Show** button.

1: Click on My Assignments.

3: Click on Show.

2: Highlight Case Record.

ID	Restricted	Type	Responsib	Referral T	Name	Client	Date Assig	Open Date	Resp. Time
192592		Case	Family		JACKSON4 SHANTE JAQ	01/24/2006	01/11/2006		
192599		Case	Family		JACKSON33 SHANTE JAQ	01/12/2006	01/10/2006		
192587		Case	Family		JACKSON57 SHANTE JAQ	01/10/2006	01/10/2006		
192586		Case	Family		JACKSON43 SHANTE JAQ	01/10/2006	01/10/2006		
192585		Case	Family		JACKSON6 SHANTE JAQ	01/10/2006	01/10/2006		
192584		Case	Family		JACKSON56 SHANTE JAQ	01/10/2006	01/10/2006		
192582		Case	Family		JACKSON53 SHANTE JAQ	01/10/2006	01/10/2006		
192581		Case	Family		JACKSON52 SHANTE JAQ	01/10/2006	01/10/2006		
192580		Case	Family		JACKSON51 SHANTE JAQ	01/10/2006	01/10/2006		
192579		Case	Family		JACKSON50 SHANTE JAQ	01/10/2006	01/10/2006		
192578		Case	Family		JACKSON55 SHANTE JAQ	01/10/2006	01/10/2006		
192577		Case	Family		JACKSON54 SHANTE JAQ	01/10/2006	01/10/2006		

Figure 1

Step 4: Hold cursor over **Case**, and then click on **Household**.

4: Hold cursor over Case, and click on Household.

Figure 2

**Step 5:** Click **New** to activate the Household Details section.

5: Click **New**.

The screenshot shows the 'Household Manager' interface. At the top, there are tabs for 'Collateral', 'Contacts', 'Household', 'Visits', 'Case Plan', 'Service', and 'More'. Below the tabs, there's a 'Household List' section with a table that has columns: 'Household Name (Primary Caretaker)', 'Secondary Caretaker', 'Status', 'Start Date', 'End Date', and 'Referral'. Below the table, there are radio buttons for 'Active Households' and 'All Households', and a 'New' button. The 'Household Details' section is partially visible below, showing fields for 'Primary Caretaker\*', 'Start Date\*', 'End Date', and a 'Describe Household\*' text area. At the bottom, there are 'Save', 'Show', and 'Cancel' buttons.

**Figure 3**



**Note:**

Workers will see **Active Households** and **All Households**:

- **Active Households** will provide a list of households that are currently being assessed.
- **All Households** will provide a list of all households, even those that have been end dated.

**Step 6:** Click the **Primary Caretaker\*** Dropdown to select the Caretakers name.

**Step 7:** Enter the **Start Date\***.

**Step 8:** Enter a description of the household in the **Describe Household\*** text box.

**Step 9:** Click **Save**.

The screenshot shows the 'Household Manager' interface with the 'Household List' section displaying a table with one row: 'SHANTE JACKSON50-845320'. Below the table, there are radio buttons for 'Active Households' and 'All Households', and a 'New' button. The 'Household Details' section is shown with the 'Primary Caretaker\*' dropdown set to 'SHANTE JACKSON50-845320', the 'Start Date\*' set to '08/16/2016', and the 'Describe Household\*' text box containing the text: 'Shante Jackson is the biological mother of KeyShawn Jackson and LaTonya Holmes.' At the bottom, there are 'Save', 'Show', and 'Cancel' buttons. Arrows from text boxes point to these specific fields.

**Figure 4**

**Note:**

- When entering the **Start Date** keep in mind that this is the date the household is being entered in FACES.NET.
- Workers have **30 days** from the date the Case is assigned to enter the Household in FACES.NET.
- Workers can also **End Date** the Household by entering a date in the field (*See Figure 4*).

**Step 10:** Click **Show** to enter the members into the household.

The screenshot shows the 'Household Manager' interface. At the top, there are tabs for 'Provider', 'Admin', and 'PPW'. Below these are navigation links: 'Collateral', 'Contacts', 'Household', 'Visits', 'Case Plan', 'Service', and 'More'. The 'Household' tab is selected. The 'Household List' section contains a table with columns: 'Household Name (Primary Caretaker)', 'Secondary Caretaker', 'Status', 'Start Date', 'End Date', and 'Referral'. A single row is visible for 'SHANTE JACKSON50-845320' with status 'Incomplete' and start date '08/16/2016'. Below the table are radio buttons for 'Active Households' (selected) and 'All Households', and a 'New' button. The 'Household Details' section shows the 'Primary Caretaker' as 'SHANTE JACKSON50-845320' and the 'Start Date' as '08/16/2016'. A text area below contains the note: 'Shante Jackson is the biological mother of KeyShawn Jackson and LaTonya Holmes.' At the bottom of the details section are 'Save', 'Show', and 'Cancel' buttons. A callout box with the text '10: Click Show.' and an arrow points to the 'Show' button.

**Figure 5**

**Step 11:** Select the **Add Members** button to enter additional members into the household.

The screenshot shows the 'Household Manager' interface with the 'Member List' section selected. The 'Primary Caretaker' is 'SHANTE JACKSON50-845320'. The 'Member List' table has columns: 'Client ID', 'Name', 'Role', 'Start Date', 'End Date', 'Status in Case', and 'Duplicate'. Below the table are radio buttons for 'Active Household Members' (selected) and 'All Household Members'. At the bottom right of the member list section are 'Add Members' and 'Remove Members' buttons. A callout box with the text '11: Click Add Members.' and an arrow points to the 'Add Members' button. Below the member list is the 'Member Details' section, which includes fields for 'Name', 'Role', 'Start Date', and 'End Date', along with 'Save' and 'Cancel' buttons.

**Figure 6**

**Note:**

Workers will see **Active Household Members** and **All Household Members**:

- **Active Household Members** will show all household members that are active in the household.
- **All Household Members** will show all household members, even those that have been end dated.

**Step 12:** Select members by placing a check in the box to identify the individual(s) being entered into the household.

**Step 13:** Select the **Role\*** dropdown to identify the individual(s) role in the household.

**12: Select member(s)**

**13: Select Role\***

Client ID	Client Name	Acting as:	Permanency Goal
<input checked="" type="checkbox"/> 845321	KEYSHAWN JACKSON50	child	
<input type="checkbox"/> 845322	REYSHAWN JACKSON50	child	
<input type="checkbox"/> 845323	LAKEISHA JACKSON50	child	
<input type="checkbox"/> 845324	RODNEY SCOTT50	child	
<input type="checkbox"/> 845325	PAUL WILLIAM50	child	
<input checked="" type="checkbox"/> 845326	LATONYA HOLMESS0	child	
<input type="checkbox"/> 845327	FEMALE SCOTT50	child	
<input type="checkbox"/> 845328	TANISHA HOLMESS0	child	
<input type="checkbox"/> 845329	MALTREATER UNKNOWN50	other	

Role\*: **Child** in the household with the following Other **Secondary Caretaker** Start Date\*:

Save Cancel

Figure 7



**Note:**

- All members with the same role can be selected at the same time by placing a check in each box.

**Step 14:** Enter the **Start Date\***.

**Step 15:** Click **Save**.

**14: Enter Start Date.**

**15: Click Save.**

Client ID	Client Name	Acting as:	Permanency Goal
<input checked="" type="checkbox"/> 845321	KEYSHAWN JACKSON50	child	
<input type="checkbox"/> 845322	REYSHAWN JACKSON50	child	
<input type="checkbox"/> 845323	LAKEISHA JACKSON50	child	
<input type="checkbox"/> 845324	RODNEY SCOTT50	child	
<input type="checkbox"/> 845325	PAUL WILLIAM50	child	
<input checked="" type="checkbox"/> 845326	LATONYA HOLMESS0	child	
<input type="checkbox"/> 845327	FEMALE SCOTT50	child	
<input type="checkbox"/> 845328	TANISHA HOLMESS0	child	
<input type="checkbox"/> 845329	MALTREATER UNKNOWN50	other	

Role\*: **Child** in the household with the following role and start date: Start Date\*: **08/16/2016**

Save Cancel

Figure 8

## Removing Household Members

### Steps Include:

**Step 1:** Highlight the client to be removed by clicking on the client name from the **Member List** screen.

**Step 2:** Click the **Remove Members** button.

The screenshot shows the 'Household Manager' interface. At the top, there's a navigation bar with tabs: Collateral, Contacts, Household (selected), Visits, Case Plan, Service, and More. Below this is a 'Household Manager' header with a 'Primary Caretaker : SHANTE JACKSON50-845320' label. A table titled 'Member List' contains two rows of member data. The first row is highlighted in blue. Below the table, there are radio buttons for 'Active Household Members' (selected) and 'All Household Members'. To the right of the table are 'Add Members' and 'Remove Members' buttons. Below the table is a 'Member Details' section with fields for Name, Role, Start Date, and End Date, along with 'Save' and 'Cancel' buttons. Two callout boxes provide instructions: '1: Highlight Client Name.' points to the first row of the table, and '2: Click Remove Members.' points to the 'Remove Members' button.

Client ID	Name	Role	Start Date	End Date	Status in Case	Duplicate
845321	KEYSHAWN JACKSON50	Child	08/16/2016		Active	<input type="checkbox"/>
845326	LATONYA HOLMESS0	Child	08/16/2016		Active	<input type="checkbox"/>

Active Household Members  
☒ All Household Members

Save Cancel

Figure 9

**Step 3:** Select the member(s) by placing a check in the box to identify the individual(s) being removed from the household.

**Step 4:** Enter an **End Date**.

**Step 5:** Click **Save**.

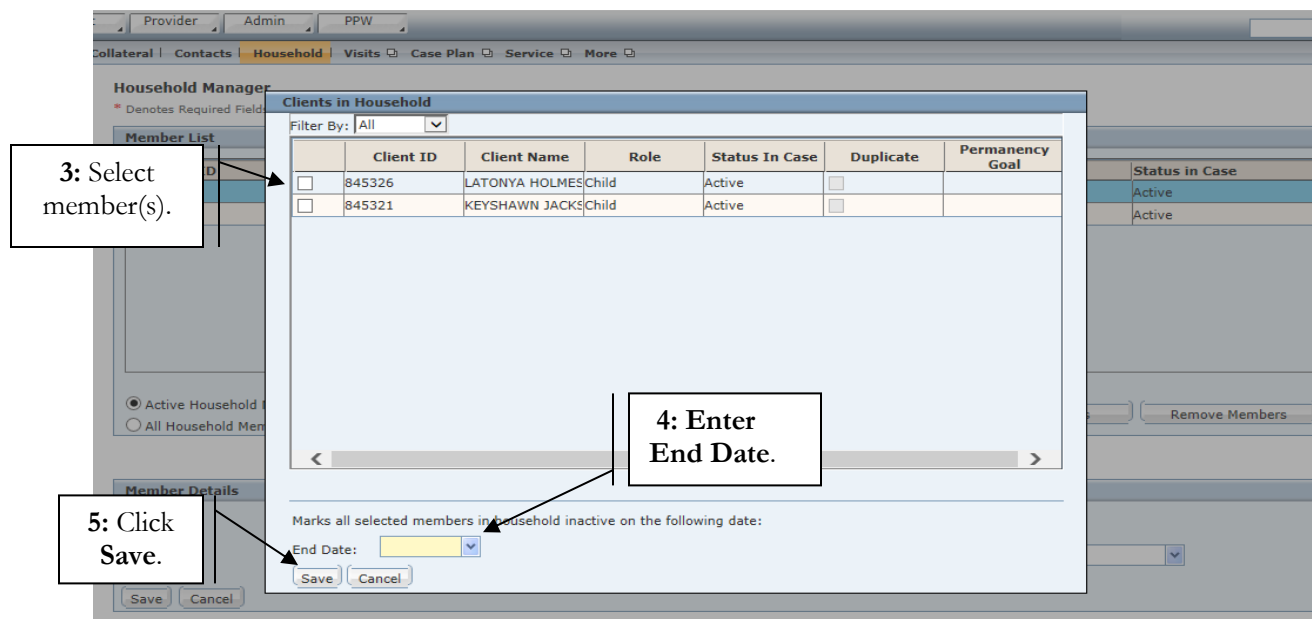


Figure 10